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News Letter

No. 64

October 28, 1929

Winter Conference Program

Tentatively, the Winter Conference Program of the American Management Association is as follows:

Autumn Convention, Detroit, Michigan, Hotel Statler, October 29 to 31, 1929.

Office Executives' Conference, Detroit, Michigan, Hotel Statler, November 1, 1929.

Winter Convention, Cleveland or Chicago, about the second week in February.

Office Executives' Conference, Cleveland or Chicago, about the second week in February.

Industrial Marketing Conference, Cleveland, Chicago or Pittsburgh, first week in March.

Marketing Executives' Conference, Pittsburgh or Buffalo, about the first week in April.

Spring Convention, New York, N. Y., about the first week in May.

Financial Executives' Conference, New York, N. Y., first week in May.

Production Executives' Conference, Cleveland, first week in June.

New Members

The following have joined or enlarged their memberships in the Association since August 15, 1929:

Company

Class D

American Sales Book Company, Limited
Pinaud, Incorporated

Limited

The Bank of America
The Crowell Publishing Company
Eastern States Farmers' Exchange
Executive Service Corporation
Ex-Lax Manufacturing Company
The Falcon Bronze Company
Griffenhagen & Associates, Ltd.
Hookless Fastener Company
Lamont Corliss & Co.
L. & C. Mayers Company
Melville Shoe Corporation
The Midland Bank
Mueller Brass Company
News Syndicate Company, Inc.
The New York Trust Company
The Osborn Manufacturing Company
Schock Independent Oil Company
J. Schoeneman, Inc.
A. G. Spalding & Bros.
Standard Varnish Works
Weber Bunke Lange Coal Company

From Other Countries

Avtotrest—Russia
Bastian-Morley, Limited—Canada
Canadian Kodak Co., Limited—Canada
De Forest Crosley, Limited—Canada
Benjamin Moore & Co., Limited—Canada
The National Cash Register Company, Ltd.—Great Britain
The Pulsometer Engineering Company, Ltd.—Great Britain
Societatea Anonima Anglia—Roumania
The Spirella Company of Great Britain, Ltd.—Great Britain
Tata Iron & Steel Co., Ltd.—India

Individual

Sixty-five individual members have joined the Association since August 15, 1929.

Board of Councillors

The Nominating Committee of the Association announces that the following have accepted nomination for the Board of Councillors for the two-year period 1930-1931:

Arthur Batts, Secretary, The Carborundum Company.
H. F. Chadeayne, Manager, Administration Department, Missouri State Life Insurance Company.
Henry Duckworth, Comptroller, Norton Company.
S. C. Hemstreet, Secretary, American Surety Company of New York.
R. F. Lovett, Manager, Research Department, Procter & Gamble Company.

S. F. Shattuck, Vice-President, Kimberly-Clark Corporation.
John S. Shaw, Manager, Safety and Service Department, Hercules Powder Company, Inc.

John G. Thompson, Assistant to President, Simonds Saw and Steel Company.

Hadar Ortman, Director of Operation and Finance, Meredith Publishing Company.

George D. Olds, Jr., General Sales Manager, The Hills Brothers Company.

S. L. Nicholson, Acting Vice President, Westinghouse Electric & Manufacturing Company.

P. V. Kolb, Vice President and General Manager, Provident Chemical Works.

J. C. Malone, Vice President, Retail Credit Company.

Alfred Knight, Vice President, Standard Brands, Inc.

Orville A. Weller, Budget Director and Assistant Treasurer, Public Service Company of Colorado.

P. G. Wharton, Assistant General Auditor, The Atlantic Refining Company.

A. L. MacDonald, Chief Accountant, The Bank of Nova Scotia.

C. A. Bethge, Vice President, Chicago Mail Order Company.

L. von Hasslacher, Vice President, Robert Gair Company.

P. L. Dildine, Engineer in Charge Time Study, Standards and Budgets, The B. F. Goodrich Company.

Glenn A. Bowers, Director of Research, Industrial Relations Counselors, Inc.

A. B. Gates, Assistant Manager of Industrial Relations, Commonwealth Edison Company.

F. E. Barth, Vice President, Graton & Knight Company.

C. W. Garrett, Personnel Department, The Pennsylvania Railroad Company.

P. M. Morgan, Treasurer, Morgan Construction Company.

Any ten members of the Association may nominate another candidate for the Board of Councillors by filing with the Secretary at least by November 20 the written consent of each nominee to serve if elected, together with a petition signed by ten members.

If no nominations are made, the twenty-five nominated by the Nominating Committee shall be declared elected.

NOMINATING COMMITTEE

E. R. FINCH, *Chairman*

H. B. BERGEN

ROBERT J. DAVIS

JOHN E. RAASCH

R. N. KEPPEL

Reprints Available

From time to time the Association is able to secure a limited number of copies of reprints of various articles, forms, printed announcements, etc., used by members such as pension plans, works council plans, job specification cards, personnel records, etc. Announcement regarding these reprints is made in practically every number of the News Letter.

It is recommended that members of the Association should make it a practice to watch the News Letter for such announcements so that they may write to the Association for copies of any such reprints available.

General Management

Re-Building the Silent Organization, Report VIII, The Hammermill Survey of Business Practice.

To Merge or Not to Merge, *Business Bulletin*, Michigan Mutual Liability Company, May, 1929.

Establishing Correct Practice
Hammermill Survey of Business

Forecasting and Planning
Prosperity, by DONALDSON B.
General Motors Corporation
Manufacturers Group, Sixteenth
the Chamber of Commerce of
Washington, D. C., May 8, 1929.

What Is Management in
M. VERITY, President of The
Company. Armco Foremen
March 18, 1922.

Personnel

Job Specifications. *The Ed
plement*, October, 1927, Amer
cation, Washington, D. C.

The Selection, Placement,
ploys of an American Iron
by CHARLES R. HOOK, Vice
Manager of The American R
Delivered at Third Internatio
gress, Rome, Italy, September

Finance

Shares Without Par Value
Treatment—Stock Dividen
certain benefits inherent in t
curtailed or destroyed by such
RISON TILGHMAN of the New
from *The New York Law Jo*
1927.

Factors of Stability—Corp
Address delivered to a group o
visory employees at the headq
Service Company in New Yo
1928, by LOUIS F. MUSIL, Tr
Company.

Quicker Collections with
VI, The Hammermill Survey

Training

Educating for Industry, b
Director, Training and Ed
Rapid Transit Company.

Training for Retail Merc
Co., New York, N. Y.

Bibliography on Foreman
the Federal Board for Vocatio
ington, D. C. April, 1928.

Employees' Handbook. Le
Port Sunlight, England, 1927.

Practice, Report VII, The Business Practice.

Planning Vital to Industrial
SON BROWN, Vice President,
ation. Delivered before the
Sixteenth Annual Meeting of
merce of the United States,
y 8, 1928.

nt in Industry? by GEORGE
f The American Rolling Mill
oremen's Training Course,

ersonnel

The Educational Record Sup-
American Council on Edu-
C.

ment, and Training of Em-
n Iron and Steel Company,
Vice President and General
ican Rolling Mill Company.
ernational Management Con-
tember 4-10, 1927.

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r Value—Quasi Par Value
vidends. A discussion of
t in true no-par which are
y such treatment. By HAR-
e New York Bar. Reprinted
aw Journal, October 21-22,

—Corporate and Individual.
roup of executive and super-
headquarters office of Cities
ew York City on April 26,
IL, Treasurer, Cities Service

with Less Grief, Report
urvey of Business Practice.

training

stry, by JAMES L. LOVITT,
d Education, Philadelphia

Merchants. W. T. Grant

erman Training. Issued by
vocation Education, Wash-
28.

ok. Lever Brothers Limited,
1927.

Publications Available on

General Management

- ☐ The Pension Practice of the Atlantic Refining Company \$\$.75
By P. G. WHARTON, Assistant General Auditor,
Atlantic Refining Company.
- ☐ Style and Its Relation to Budgeting75
By WILLARD E. FREELAND, President, Freeland &
Warren, Inc.
- ☐ Training Older Employees for Continued Em-
ployment75
By C. R. DOOLEY, Personnel Manager and Helen
Washburn, Standard Oil Company of New York.
- ☐ Price Fluctuations in Relation to Budgeting75
By J. B. DEACON, Assistant to President, Tide Water
Oil Company.

Production

- ☐ The Operating Executive: His Relations to the
Specialized Departments \$\$.75
By ELLIOTT DUNLAP SMITH, Profesor of Industrial
Engineering, Sheffield Scientific School, Yale
University.
- ☐ Maintenance, Mechanical and Repair Depart-
ments75
By J. D. ANDREW, General Consulting Engineer, En-
gineering Division, Armour and Company.
- ☐ Accounting Departments—Their Functions and Re-
lationships With Line and Staff75
By FRANK L. SWEETSER, General Manager and
Treasurer, Dutchess Manufacturing Company.

Marketing

- ☐ Mergers and Marketing \$\$.75
By A. C. HODGE, A. G. Becker & Co.
- ☐ The Consumer of Today and Tomorrow 1.50
By GEORGE R. CAIN, OSWALD W. KNAUTH, J. W.
HAYES, C. F. BROWN and FRED E. CLARK.
- ☐ The Retailer of Today and Tomorrow 1.50
By GUY C. SMITH, GORDON C. CORSALEY, GODFREY
M. LEBHAR, H. R. DRACKETT, H. A. RICH-
MOND and JAMES H. GREENE.
- ☐ The Manufacturer's Relation to the Consumer, Re-
tailer and Wholesaler of Today and Tomorrow .. 1.50
By MARQUIS REGAN, C. H. WALKER, W. E. SMITH,
J. R. BLOCHER, GEORGE H. WILLIAMSON and
J. L. PALMER

Finance

- ☐ Departmentalizing Management Organization
Structures \$\$.75
By H. A. FOUNTAIN, Treasurer, The Ohio Public
Service Co.
- ☐ Technique of Costing Marketing Activities..... 1.00
By J. P. JORDAN, Partner, Stevenson, Harrison &
Jordan.

Office Management

- ☐ The Office Supervisor as a Trainer \$.75
By BYRON F. FIELD, Superintendent, Training Division, Commonwealth Edison Company.
- ☐ Office Planning, Personnel and Service Departments75
By HAROLD C. PENNICKE, Manager, Planning and Personnel, American Central Life Insurance Company.
- ☐ Incentives for Office Workers75
By C. A. BETHGE, Vice-President, Chicago Mail Order Company.
- ☐ Management as Applied to Public Utility Billing Problems75
By JOHN L. CONOVER, Auditor, Gas Department, Public Service Electric and Gas Company.

Industrial Relations

- ☐ Graphic Control in Labor Budgeting \$.75
By EUGENE J. BENGE, Manager of Industrial Relations, The Atlantic Refining Company.
- ☐ Relations of the Supervisor to His Men75
By ARTHUR H. YOUNG, Industrial Relations Counselors, Inc.
- ☐ Procedure for Making an Industrial Relations Subject Study Within a Single Company75
By GLENN A. BOWERS, Director of Research, Industrial Relations Counselors, Inc.

The Association prints a small supply of extra copies of publications in order to meet the needs of members who wish extra copies for distribution within the company.

From the list prices

Individual members may deduct 20%
Company members may deduct 50%
and there are additional discounts
for quantities 26-100, 101-250, etc.

Orders for less than \$1.00 net must be accompanied by cash.

AMERICAN MANAGEMENT ASSOCIATION

20 Vesey Street

New York, N. Y.

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